

## Private Lessons with Jared Burchfield

Thank you so much for your interest in taking private lessons! I am looking forward to working with you and helping you grow as a musician. In the interest of clarity I have created this document so that students, parents and I as your instructor understand and agree on the expectations that have been set.

### STUDENT EXPECTATIONS:

1. **Students must be on time to lessons.** Lessons start at the time that you and the instructor set, meaning that you need to be at the location of the lesson with your instrument and other equipment ready to go before your scheduled time. For example, if your lesson time is 3:00pm, showing up at 3:05pm or 3:10pm is unacceptable. I would suggest that students aim to arrive at least 5 minutes before to allow for instrument assembly. If for some reason you are going to be late, please communicate with me through either email or text as soon as possible. No communication = No show.
2. **Students must have a working instrument to use in lessons.** Though I am glad to diagnose issues and fix small problems, (loose screw, spring popped off, etc.) lesson time is meant for playing and improving as musicians, and a student cannot improve if their instrument is not functional. Brand, age and material of your instrument or other equipment does not matter to me so long as it functions correctly and is in playing condition. For specific information on what is considered a functional instrument, please see the "Instrument Expectations" page of this document. I may suggest upgrades for mouthpieces, reeds or ligatures, but I will never require a student to purchase another instrument or refuse to teach a student based on their choice of instrument or equipment. That being said, I may strongly recommend that a student get their instrument repaired if problems are continual or significantly affecting their performance. I generally do not rent instruments or sell instruments to students, but I am happy to point you to reputable technicians for repairs and dealers for purchases.
3. **Students must be responsible and behave appropriately.** My job as a clarinet instructor is to teach clarinet, not to handle behavioral issues. Students must be able to listen and follow instructions without argument, take appropriate constructive criticism and apply it to their playing without taking offense, and keep up with their materials needed for lessons (sheet music, books, working instrument, reeds, etc.). Poor attitude and disrespect will not be tolerated under any circumstances and will result in a student being dismissed from the lesson. Two dismissals for behavior related issues will result in a student being removed from the lesson schedule, and they will not be added back until the situation is resolved with a parent or guardian.
4. **Students must be self-motivated.** I expect students on their own time to practice the materials and complete the exercises I give them. I do not require practice logs or any specific amount of hours practiced per day as I believe it is the responsibility of the student to manage their practice time appropriately for what they need to learn in relation to their skill set on their instrument. I expect students to arrive at lessons prepared to play while showing steady improvement from lesson to lesson and meeting set objectives. Though I will suggest practice techniques, I will only question practice habits if students are not improving or if their progress is declining. Failure to be prepared for lessons (repeated significant lack of improvement) could result in dismissal from the lesson, and this will count against the student.
5. **Students must communicate.** I understand that situations arise where a student may be late to a lesson or may have to miss a lesson entirely. That being said, I do expect for students to communicate these situations to me in a timely fashion. No communication will be treated as a no show and will count against the student. Please see the "Attendance Policy" section of this document for more information. Appropriate communication methods include sending a text to my cell number, giving me a phone call, or sending an email to the address provided in this document. For more communication information, please see the "Contact Information" section of this document.

## **ATTENDANCE POLICY**

Consistent attendance is important for a student who is hoping to get the most out of taking private lessons. In order to make the most of our time, I have put in place and enforce an attendance policy for students. I understand that students may have to miss for different reasons, and all I ask is that these absences are communicated to me professionally in a timely fashion. Communication in advance is preferred for events such as trips, doctors appointments or vacations, but I understand that things such as sickness or emergencies come up and in those situations I ask that you contact me as soon as possible.

Failure to attend a lesson without communication is treated as a no-show regardless of the circumstance. In this day and age, there is no reason why a student or parent can't send at least a text message, even in case of an emergency. All students are allowed two no-shows without communication per semester. After the third no-show, the students and parents/guardians will be contacted and students will be removed from my lesson schedule until contact is made and the situation is resolved. If no contact is made within one week, their time slot will be filled and students or parents will have to reschedule if they want to continue lessons. Being 10 minutes late or more to a lesson without communication or coming to a lesson unprepared (forgetting instrument, music, etc.) also counts as a no-show without communication. If you have any questions or concerns regarding the attendance policy, please reach out to me.

**NOTE:** If a student wishes to stop taking lessons, please communicate this to me instead of failing to show up. I understand that situations change, but please let me know.

**A note about sickness:** If you as the student are sick or think that you might be sick, please do not come to lessons. Please use common sense and best practice when making this decision. If you are sick, I DO NOT want you in the lessons space as this could lead to the spread of your sickness to other students. If you have to miss due to an illness, please communicate this with me as soon as possible. Missing for sickness will not be counted as a no-show as long as it is communicated to me in a timely fashion. Thank you for your understanding.

## **CONTACT INFORMATION**

If students or parents have questions or concerns at any point during their private lessons experience, please do not hesitate to contact me. I am always happy to discuss legitimate concerns and help solve problems. Please keep communication professional and respectful even when addressing a negative concern, and I ask that you please do not contact me about things that do not pertain to private lessons. The contact information provided below are the best and fastest ways to contact me, so please feel free to use whichever one works best for you.

**Email:** jaredmburch@gmail.com (Preferred method, I check it several times a day)

**Text:** 423-716-0386 (Cell number, will probably get a faster response here than calling or email)

**Calls:** 423-716-0386 (Cell number, please leave a message and I will get back to you as soon as possible)

**IMPORTANT NOTE:** In the interest of professionalism as well as student privacy and integrity, I will not under any circumstances communicate with students or parents on social media platforms such as Instagram or Facebook regarding private lessons or otherwise. If you send me a message on social media, I will not respond to it and the request will be deleted. In addition, I will not follow students on any social media platform while they are under my instruction. If you need to contact me, please use the methods listed above. Thank you for your understanding.

## **PAYMENT INFORMATION**

Rates for lessons are as listed below:

**60 minutes:** \$40

**45 minutes:** \$35

**30 minutes:** \$25

Payments should be made in full by either check or cash at the beginning or end of each scheduled lesson, after which students will receive a paper receipt from me. Electronic receipts are available upon request via email. You are also welcome to use electronic payment services such as Venmo or Cashapp to pay for lessons as well, and I will also provide a receipt to you for those transactions. If a student is unable to make the payment, they will have until the next scheduled lesson to pay for the previous lesson in full. If the student is unable to pay by the next scheduled lesson, they will be unable to schedule future lessons until missing payments can be made. In addition, there will be no payment plans offered, no half or otherwise partial payments accepted, and no free or prospective lessons given. As much as I would prefer to do things differently, this is what I do for a living and I have to make a consistent income. If you have questions or concerns regarding payment, please feel free to reach out to me.

## **INSTRUMENT EXPECTATIONS AND INFORMATION:**

A working instrument is essential to the success of the student, both in lessons and in band itself. Regardless of the student's abilities, a broken or damaged instrument can hold them back or even make it impossible to play in some situations. Therefore, I require that students have functional equipment and I will define what this looks like for each instrument below:

### **I define a functional clarinet as an instrument that DOES NOT have any of the following issues:**

Stuck rods or stuck key work, bent or missing keys, leaking or otherwise damaged pads, missing springs, wobbly or missing tenon corks, instrument parts that don't fit together, chipped mouthpieces or missing ligature screws, significant cracks or other body damage, loose or missing thumb rests, or broken solder joints.

Students playing the bass clarinet must have a functional peg assembly that does not slide or the student must use an appropriate neck strap or harness, provided that the instrument has functional neck strap hooks. Sitting your instrument on a case or on your foot is not acceptable as it could lead to poor posture habits, technique issues and may even cause damage to the instrument. Clarinetists are welcome to use a neck strap or a customized thumb rest if they prefer. Instrument cases need to close and hold the instrument securely, as an instrument moving around in the case can cause severe and expensive damage.

### **I define a functional saxophone as an instrument that DOES NOT have any of the following issues:**

Stuck rods or stuck key work, bent or missing keys, leaking or otherwise damaged pads, missing springs, wobbly or loose neck tenon, missing cork on neck, chipped mouthpieces or missing ligature screws, significant large dents on the bow or other major body damage, loose or missing thumb rests, loose or missing key guards or broken solder joints.

All saxophone players must have an appropriate neck strap or harness to support their instrument, especially for tenor and baritone sax. Instrument cases need to close and hold the instrument securely, as an instrument moving around in the case can cause severe and expensive damage.

**A note on CSOs:** In the clarinet community, a clarinet shaped object (CSO) is a cheap and poorly made musical instrument. Similar instruments exist in the saxophone community as well, and they are sold under brands such as Mendini, Cecilio, Glory, Hawk, Slade, and many others. They are commonly distributed through online retailers such as Amazon and eBay, among others. These instruments are usually made of low quality materials, have severe playability and tuning issues, and are known to go out of adjustment frequently and can be impossible to repair due to a lack of available parts and general poor construction issues. These instruments and their accessories can cause young students significant issues while playing and can prevent them from playing at all in some cases. Though I will gladly teach students who own such instruments, I will likely recommend that they purchase or rent another instrument when it is possible for them to do so, especially if the instrument is causing the student to struggle.

**Disclaimer:** Just because your instrument does not meet these requirements **DOES NOT** mean that I will not give you lessons. I understand that not everyone can afford the high costs of instruments and their maintenance, and that some students use school instruments and have no control over their maintenance. I will never require a student to purchase another instrument or refuse to teach a student based on their instrument or equipment. I want students to be successful without having to upgrade or replace instruments or equipment whenever possible, but instruments must function properly in order for a student to be able to play them at any level. I may strongly recommend that a student get their instrument repaired or acquire another one if problems are continual or significantly affecting their performance. I generally do not rent instruments or sell instruments to students, but I am happy to point you to reputable technicians for repairs, dealers for purchases, and discuss other options with you.

**Repair Disclaimer:** I will try to fix as many problems as I can with my skill set and on hand resources when issues arise in lessons. That being said, I am not a professionally trained repair technician and do not have the resources, tools, or time to do full overhauls or significant repairs on every broken instrument that a student may have, and often this is not cost effective in the first place. For those using school or rented instruments, some schools or rental companies may have a contract with a particular repair technician. Performing unauthorized significant repairs could void a warranty or other agreement, so please consult your band director or rental location with any major problems on school or rented instruments. I am happy to diagnose issues and fix small problems such as loose screws and springs that have popped off, but please do not come to lessons expecting me to overhaul instruments or do major repairs such as full re-pads or solder work.

**NOTE:** Always take your instrument to a reputable technician for major repairs. Please **DO NOT** attempt to repair your instrument yourself without first consulting a teacher or a repair tech. Doing so could worsen an issue or cause new problems, both of which may end up costing you more money than if you took it to a shop in the first place. If you are interested in learning basic repair skills, please talk to me as I am happy to share the knowledge that I have regarding repairs.

## **SHEET MUSIC ACQUISITION**

Generally, I expect for students to purchase the books and sheet music that they are working out of in their lessons for both copyright reasons and so that they have their own copy to practice with, make notes on and use for their own performances. There may be times in a lesson that I may provide a student with a copy of a piece or a page out of a book (usually something that is out of print, a short excerpt from a larger more expensive book or something that is my own work), and these are intended for practice use only. In the interest of abiding with copyright law, please do not keep these copies long term, make additional copies of them, perform a paid recital or other paid event using them, and please do not post them on the Internet for download or share them with other musicians either physically or electronically. If you have questions or concerns regarding the acquisition of sheet music for lessons or if you need help finding a specific resource, please feel free to reach out to me.

## STUDENT PRIVACY AND INTEGRITY POLICY

The privacy, safety, and integrity of students under my instruction is one of my top priorities as a private teacher, and I have taken many steps to protect the integrity of myself and my students. In the interest of privacy, I will not follow or communicate with any student on social media platforms, and will not accept follow requests from students. Lessons will **ONLY** be held in public places. I will not come to the home of a student under any circumstances. That being said, I am happy to come to the school where a student attends and teach a lesson so long as a band director is present and aware that I am teaching in their facilities. I **WILL NOT** teach lessons in a school building if a band director is not present or has not given consent in writing or email.

Regardless of location, all lessons will be audibly and visually recorded without edits in the lesson space for the length of the student's presence, and these will be made available to students and parents for their review at the conclusion of each lesson. These recordings will not be posted online or on social media, and are only saved for integrity purposes if a concern were to arise. I will provide my email and phone number to parents of minors and to students that are 18 years of age or older, and this will only be used for communications regarding lessons. All communications with students will be saved and archived for integrity purposes, and can be made available to students and parents if a concern were to arise.

**IMPORTANT:** For students who are minors (under age 18), students must sign this document with a parent or legal guardian. I **WILL NOT** instruct minors without parental consent, and I **WILL NOT** give my contact information to minors without permission from a parent or legal guardian. Like above, all communications with students will be saved and archived for integrity purposes, and can be made available to students and parents if the need arises.

If you have concerns regarding student privacy or integrity, please reach out to me first to discuss the situation and state your concerns. I am happy to hear your concerns. If at any point during a lesson you as the student feel uncomfortable or unsafe, please make me aware of this immediately. My goal is to provide a safe and comfortable learning environment where students can focus on making great music and grow as musicians and I am happy to hear feedback on ways that I can improve the lesson experience.

## PARENT AND STUDENT SIGNATURE

**Return this page before the first scheduled lesson. I WILL NOT teach a new student without receiving this form, and I WILL NOT teach a student who is under 18 years of age without both a student and parent signature. THERE WILL BE NO EXCEPTIONS!**

**Student Name (First and last):** \_\_\_\_\_

**Instrument:** \_\_\_\_\_

**Students:**

I, \_\_\_\_\_ (print name) have read and understand all of the expectations listed in this document and their consequences. I understand that the instructor will enforce these expectations based on the information in this document. I also agree with the terms of the Student Privacy and Integrity Policy listed in this document.

**Parents (Signature is required for students under 18 years of age):**

I, \_\_\_\_\_ (print name) give my permission for my student to take lessons with the instructor who's name appears on this document, and have read and understand all of the expectations listed in this document and their consequences. I understand that the instructor will enforce these expectations based on the information in this document. I also agree with the terms of the Student Privacy and Integrity Policy listed in this document.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Best Contact Information** (For students under 18 years old, please provide the contact information of a parent or legal guardian for privacy and integrity purposes. This can be an email or a phone number, and it will **ONLY** be used in the event that I need to contact you regarding lessons):

\_\_\_\_\_

**PLEASE BRING THIS FORM SIGNED TO THE FIRST SCHEDULED LESSON.**

